

DOCUMENT RESUME

ED 214 001

CE 031 943

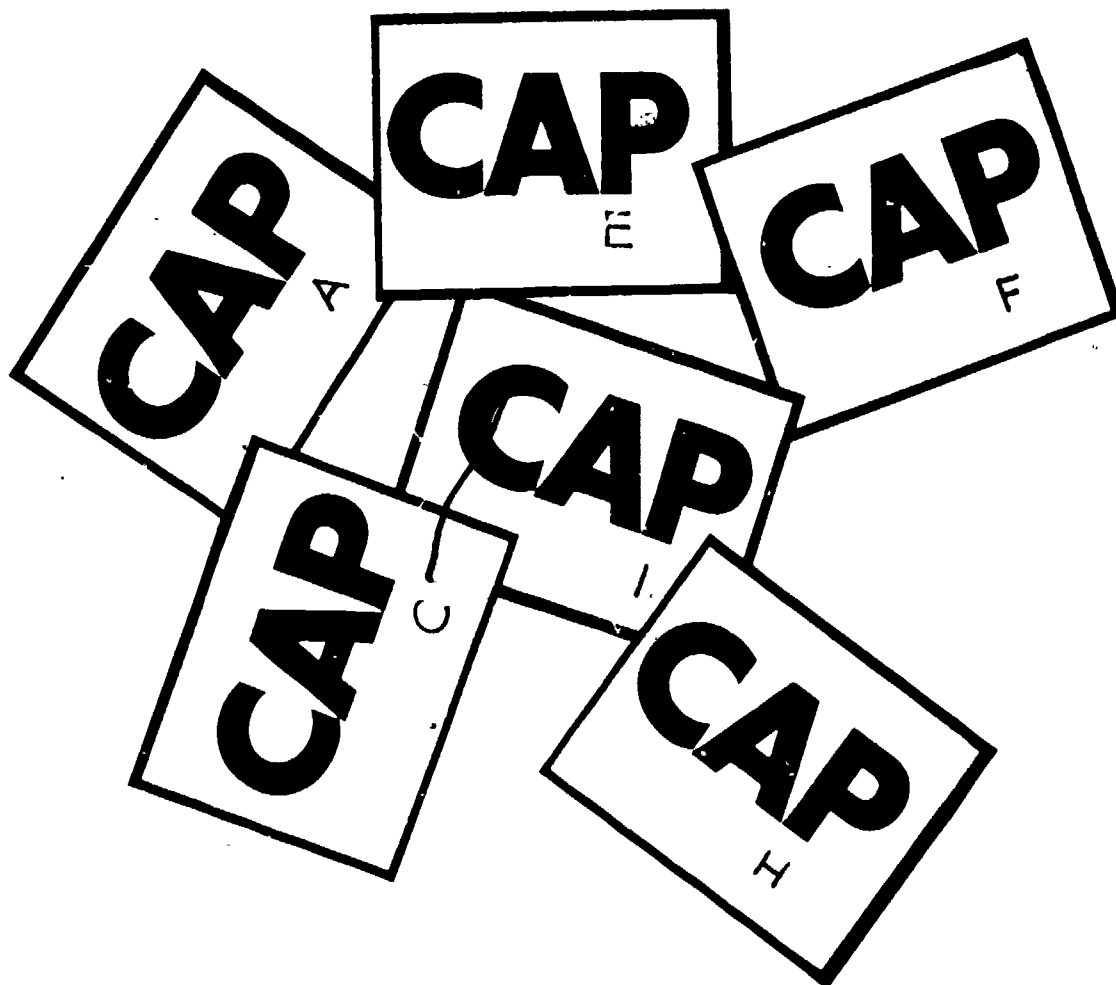
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SPONS AGENCY Employment and Training Administration (DOL), Washington, D.C. Office of Youth Programs.
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DESCRIPTORS *Career Choice; Career Counseling; Career Development; *Career Education; Career Exploration; Career Guidance; Career Planning; Individualized Instruction; Instructional Materials; *Interest Inventories; Learning Activities; Learning Modules; *Measures (Individuals); Postsecondary Education; Programed Instructional Materials; Secondary Education; *Self Evaluation (Individuals); *Values Clarification; Work Attitudes
IDENTIFIERS *Career Alert Planning Program

ABSTRACT

This booklet of Self-Inventory Cards is one of the 14 components of the Career Alert Planning (CAP) program (see note), a set of individualized materials designed to help participants find out about themselves and about the kind of work for which they are suited. In this program, participants become acquainted with occupations that are representative of 10 basic job functions. They learn how these occupations relate to personal interests, abilities, skills, educational goals, experiences, and training. They consider the work conditions, salary, and employment outlook for each occupation. Finally, participants use this information to make decisions and plans about the careers they will pursue. The Self Inventory Cards are used, along with the Program Guide (CE 031 944), to help students begin to clarify their work attitudes and values. The cards are first cut out of the booklet by participants. The front of each card contains the code letter of the "job function" to which the statement relates. Participants take a self-inventory by sorting these cards according to degrees of interest and ability in given activities that are related to identified job functions. These are advising; arranging; building and making; doing clerical work; helping; maintaining and repairing; thinking in pictures; using information about the environment; working with equipment; and working with numbers and symbols. Each of these job functions, related to four specific job titles, is the subject of the Job Function Booklets of the CAP program. Participants choose one of these booklets on the basis of their scores on the self-inventory conducted with the Self-Inventory Cards. (KC)

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* from the original document. *

FD214001



—CAP

Self-Inventory Cards



THE NATIONAL CENTER
FOR RESEARCH IN VOCATIONAL EDUCATION
THE OHIO STATE UNIVERSITY
1970 KENT ROAD, COLUMBUS, OHIO 43210

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- Developing educational programs and products
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CAP CAP

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CAP CAP

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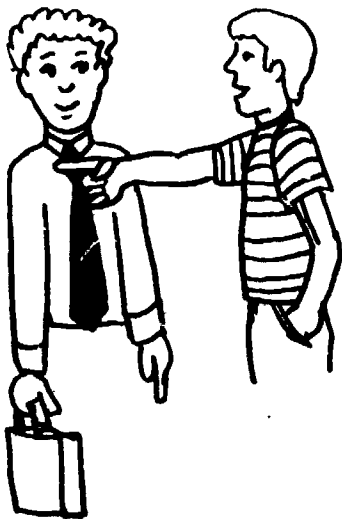
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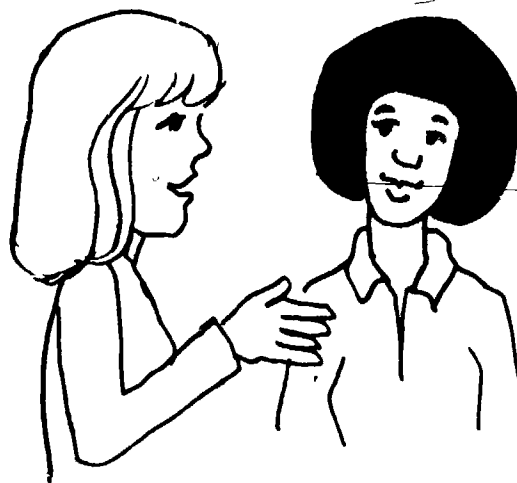
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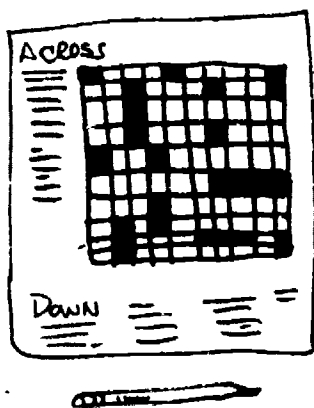
HELPING PEOPLE



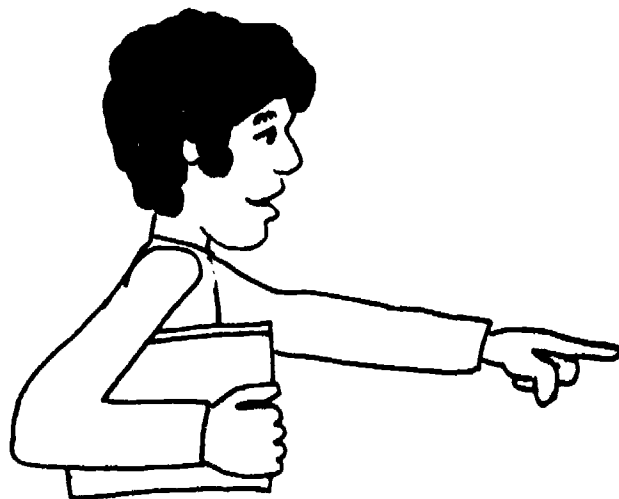
TALKING TO PEOPLE YOU
DON'T KNOW WELL



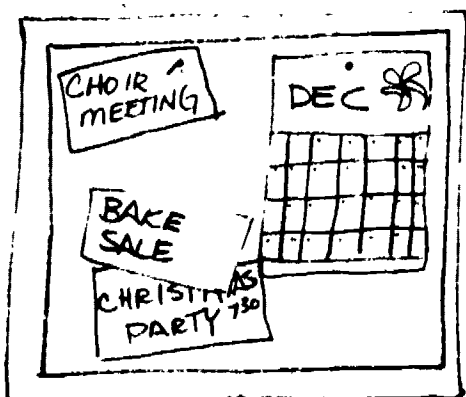
SOLVING PUZZLES AND
PROBLEMS



BEING THE LEADER IN
CLUBS OR GROUPS



WORKING ON MANY DIFFERENT
PROJECTS



MAKING DECISIONS



CAP CAP

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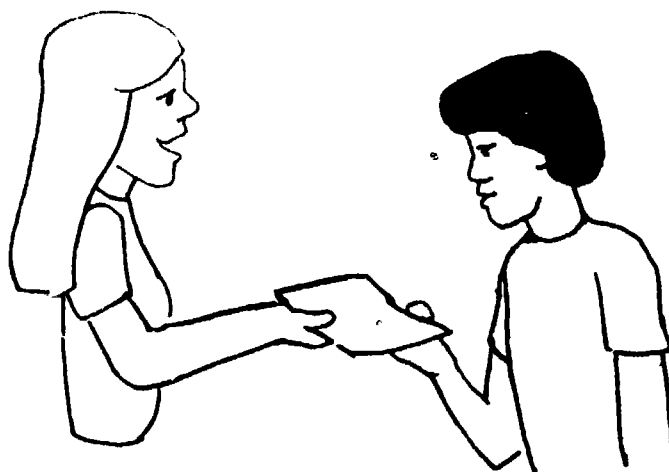
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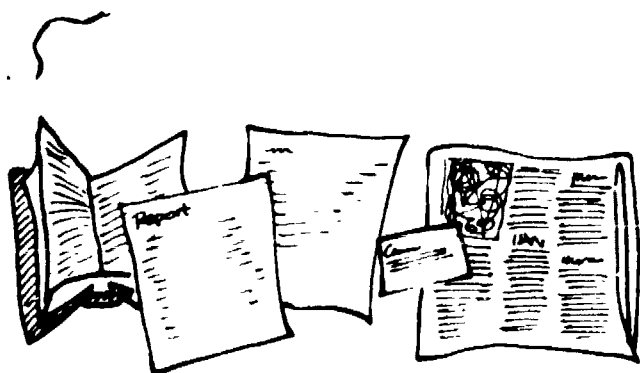
THINKING THROUGH PROBLEMS
TO FIND THE BEST SOLUTIONS



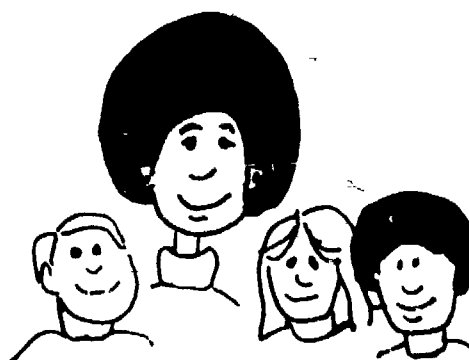
SHARING KNOWLEDGE WITH
OTHER PEOPLE



LOCATING IMPORTANT FACTS



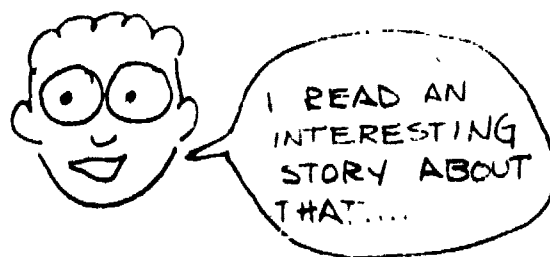
GAINING THE TRUST AND
CONFIDENCE OF OTHER PEOPLE



BEING WELL ORGANIZED



LEARNING AND REMEMBERING
A LOT OF INFORMATION ABOUT
A SUBJECT



CAP CAP

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CAP CAP

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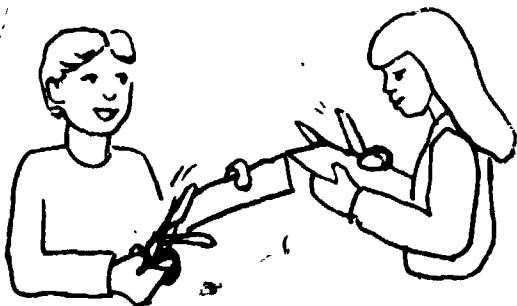
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CAP CAP

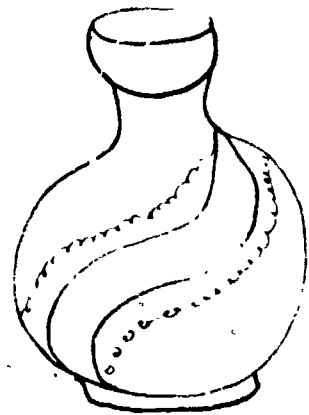
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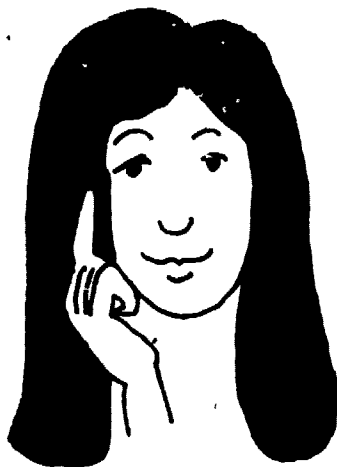
WORKING WITH OTHER PEOPLE



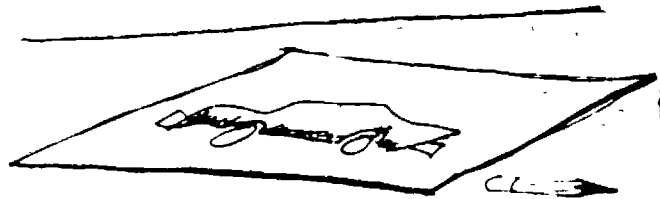
LOOKING AT THINGS THAT ARE
ATTRACTIVE AND PLEASING TO
THE EYE



FINDING NEW WAYS TO DO THINGS



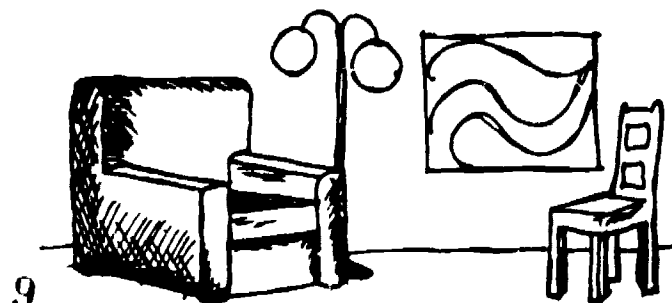
DRAWING PICTURES OF IDEAS



CHANGING THINGS TO MAKE THEM
LOOK BETTER



COMBINING COLORS AND STYLES
TO CREATE AN EFFECT



CAP CAP

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CAP CAP

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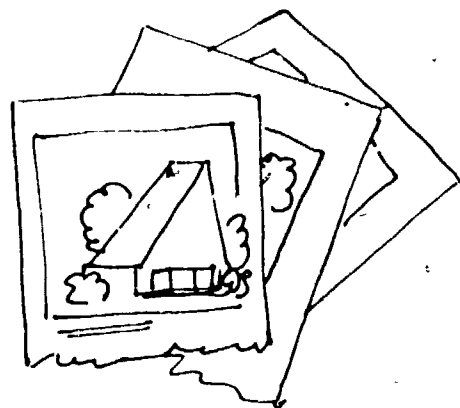
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REMEMBERING SMALL DETAILS



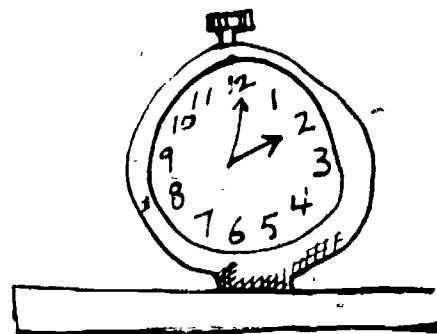
IMAGINING HOW THE FINAL PRODUCT WILL LOOK



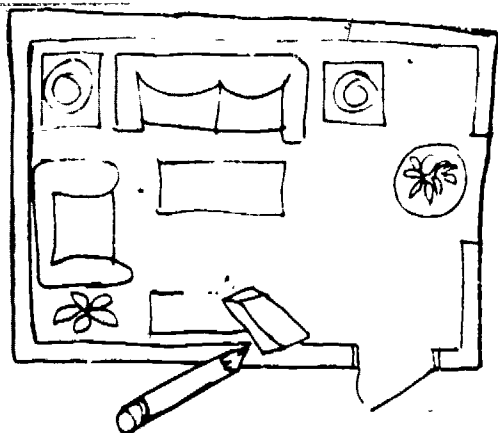
DEALING WITH CUSTOMERS WITH TACT AND COURTESY



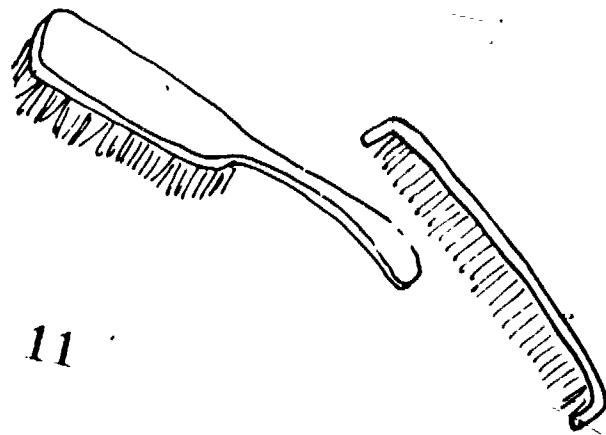
HURRYING TO FINISH A PROJECT WITHOUT GETTING UPSET



ADJUSTING PLANS TO SUIT THE CUSTOMER'S WISHES



MAKING DECISIONS BASED ON PERSONAL JUDGMENTS



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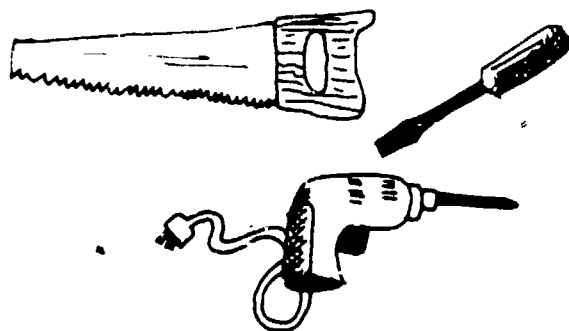
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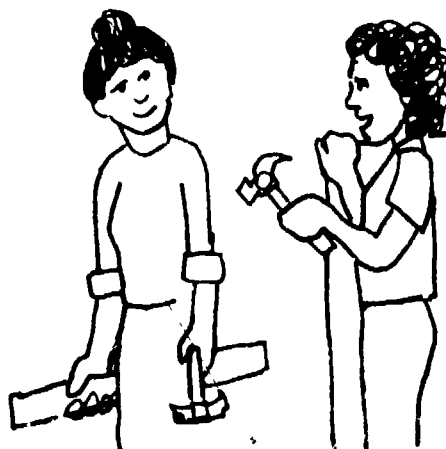
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WORKING WITH TOOLS



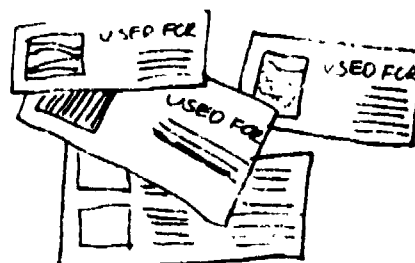
HELPING PEOPLE PUT THINGS TOGETHER



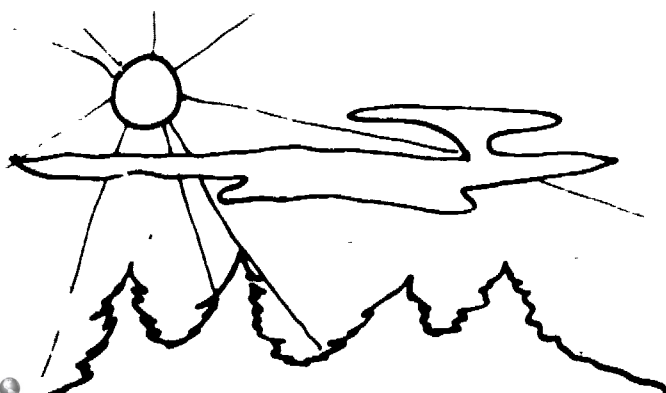
PAINTING



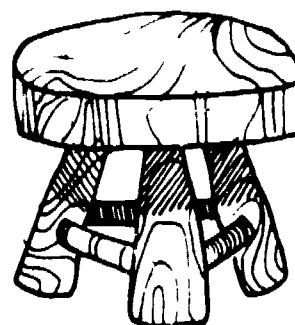
STUDYING DIFFERENT MATERIALS AND LEARNING HOW EACH IS USED



WORKING OUTDOORS



SEEING THINGS THAT ARE WELL MADE



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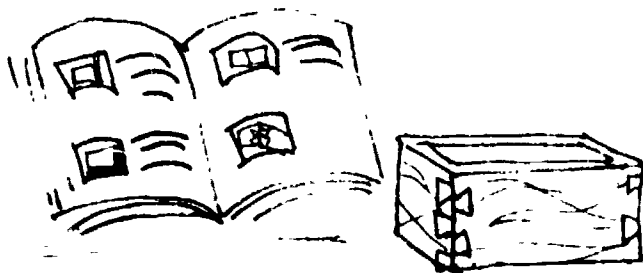
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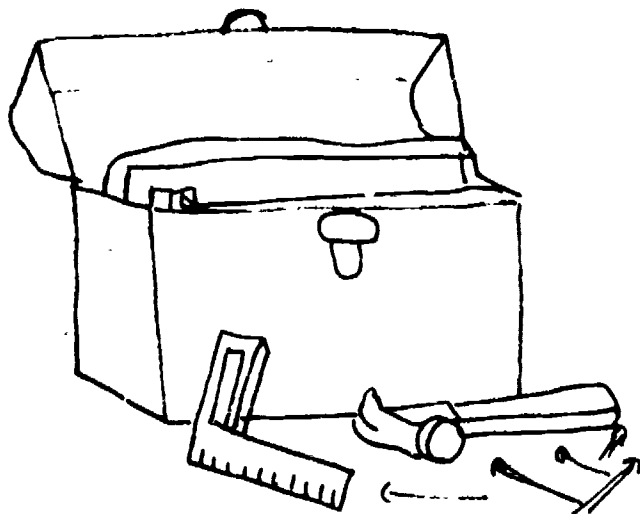
MAKING SOMETHING BY
FOLLOWING AN EXAMPLE
OF WHAT SOMEONE ELSE
HAS DONE



FIGURING OUT HOW TO PUT
THINGS TOGETHER



CHOOSING THE RIGHT TOOLS
FOR A PROJECT



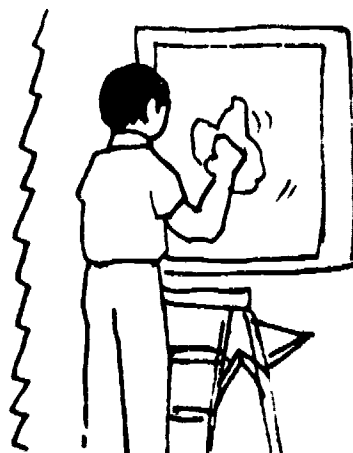
MATCHING COLORS OF
THINGS LIKE PAINT



MEASURING THE LENGTH,
WIDTH, AND DEPTH OF
THINGS



CLIMBING LADDERS AND
LIFTING HEAVY ITEMS



CAP CAP

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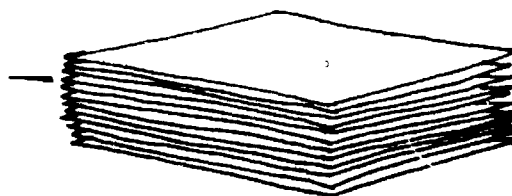
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DOING THE SAME BASIC DUTIES
EVERY DAY

EACH DAY
8-10am FILL OUT FORMS
10am INCOMING SHIP-
MENTS
1130am LUNCH
1230pm FINISH ANY
LEFTOVER WORK
300pm SHIPMENTS GOING
OUT
500pm LOCK UP

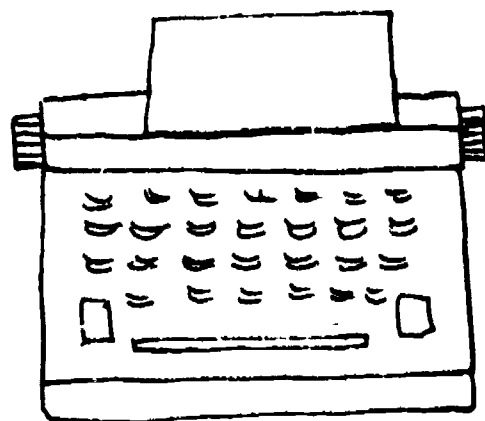
BEING NEAT



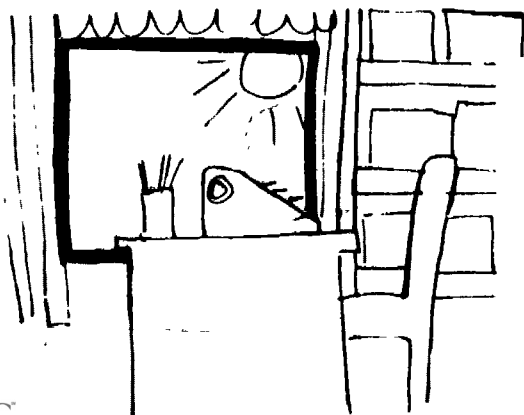
GREETING PEOPLE



WORKING WITH MACHINES SUCH
AS CASH REGISTERS, TYPEWRITERS,
ETC.



WORKING INDOORS



PUTTING THINGS IN ORDER



CAP CAP

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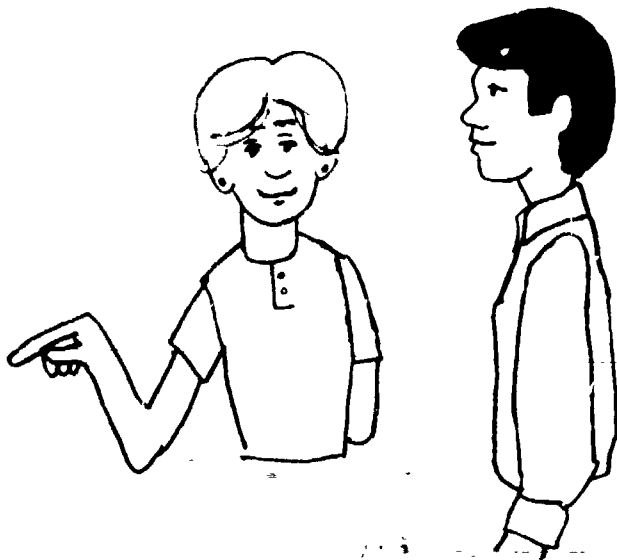
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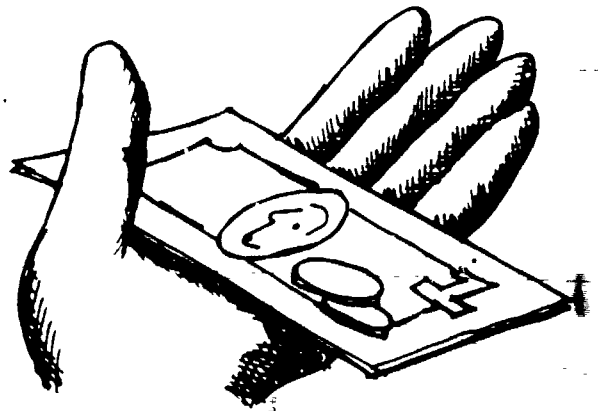
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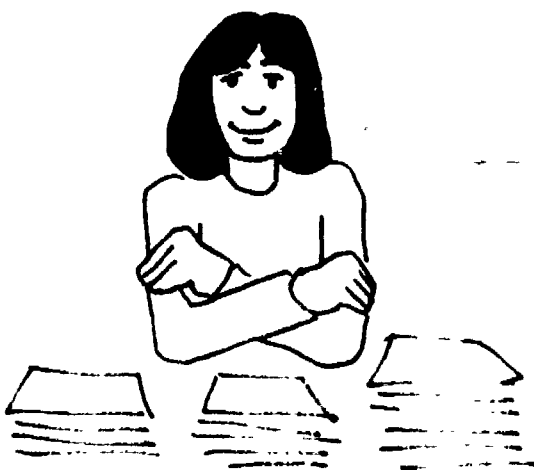
FOLLOWING DIRECTIONS



DOING ACCURATE AND CAREFUL WORK



FINISHING EACH JOB YOU START



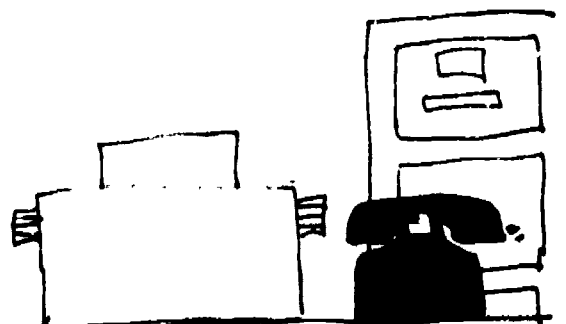
BEING NEAT AND WELL ORGANIZED



CONCENTRATING ON WORK EVEN WHEN OTHER PEOPLE ARE AROUND



MOVING FROM ONE TASK TO ANOTHER WITHOUT BECOMING CONFUSED



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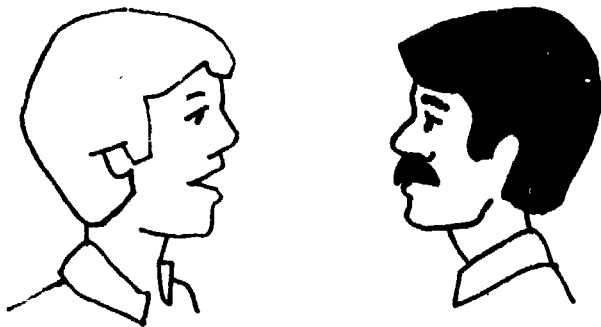
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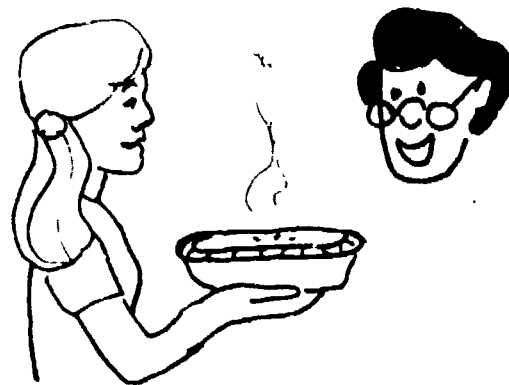
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MEETING NEW PEOPLE



DOING THINGS FOR FRIENDS



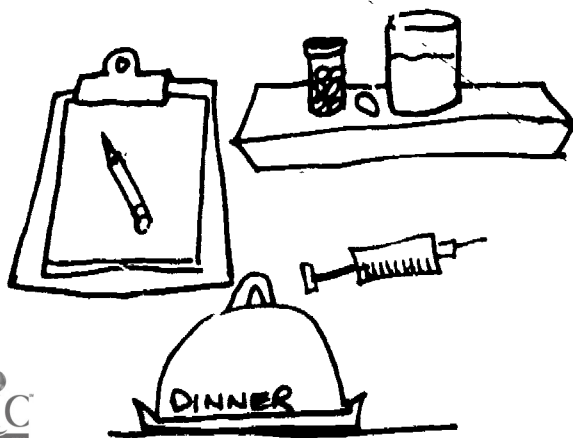
BEING AROUND MANY DIFFERENT KINDS OF PEOPLE



MAKING DECISIONS



CHANGING FROM ONE DUTY TO ANOTHER FREQUENTLY



STANDING OR WALKING RATHER THAN SITTING



CAP CAP

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CAP CAP

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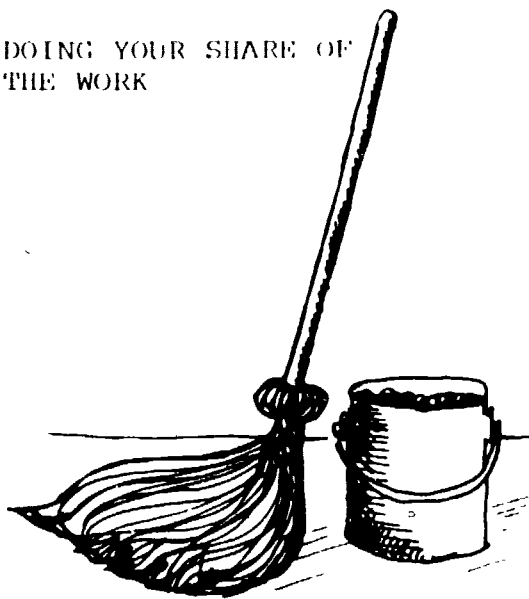
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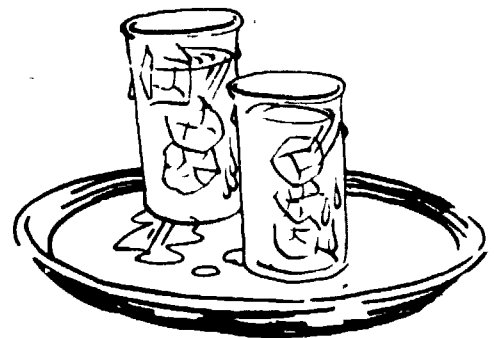
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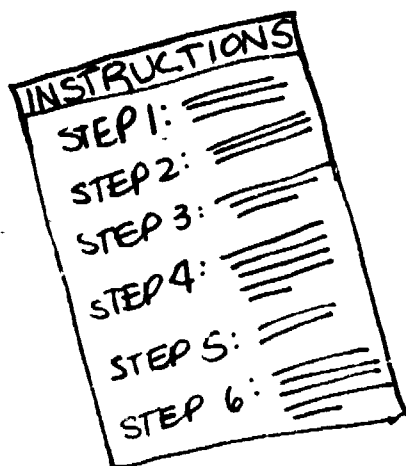
DOING YOUR SHARE OF
THE WORK



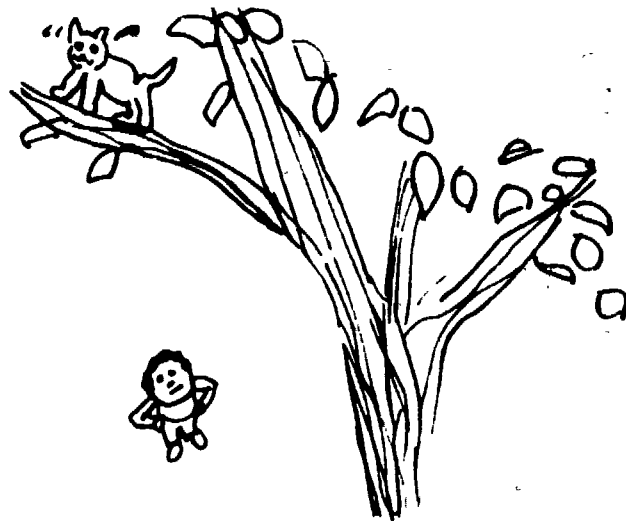
BEING SENSITIVE TO THE
NEEDS OF OTHERS



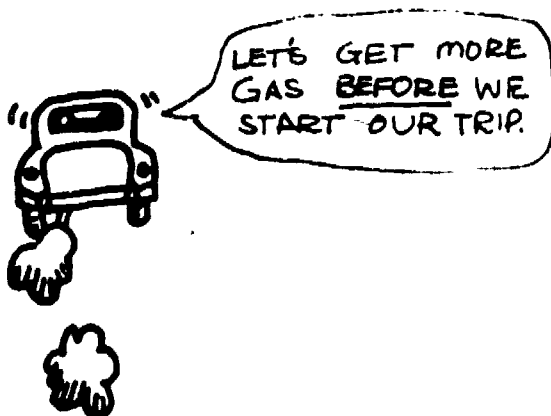
FOLLOWING INSTRUCTIONS
EXACTLY



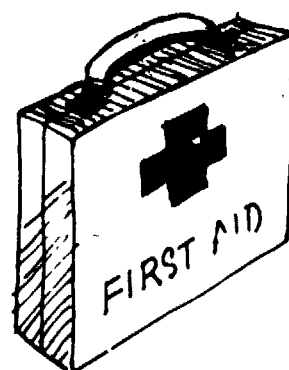
BEING CALM WHEN FACED
WITH A PROBLEM



USING COMMON SENSE



WORKING FAST IN AN
EMERGENCY



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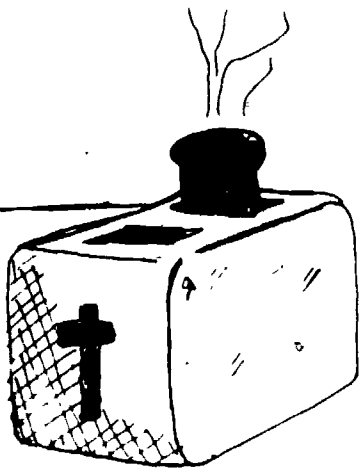
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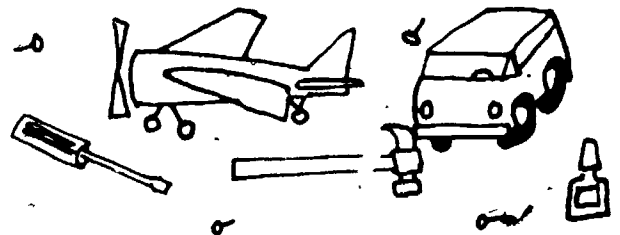
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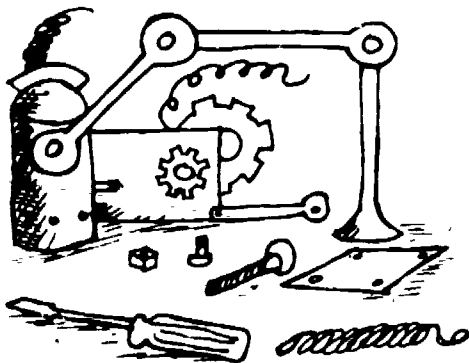
FIXING BROKEN CLOCKS, TOYS,
AND OTHER THINGS



HOBBIES LIKE BUILDING
MODEL CARS OR SHIP MODELS



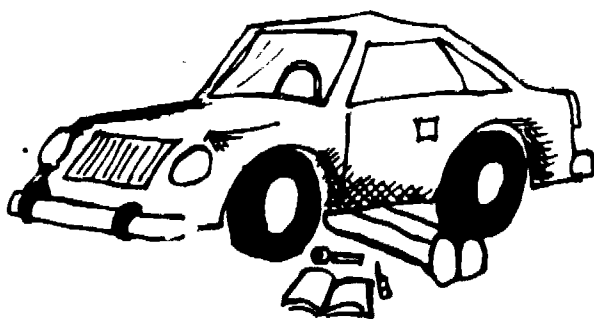
FINDING OUT HOW MACHINES
WORK



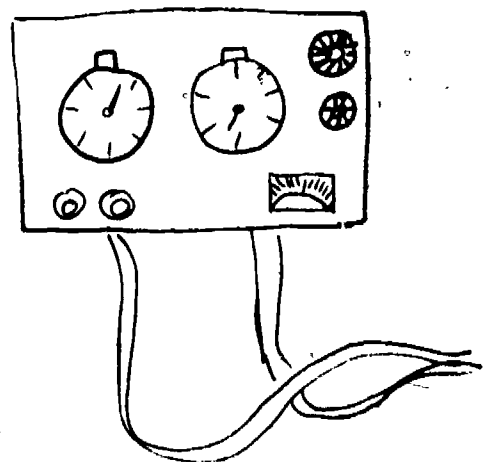
DOING THINGS THAT REQUIRE
PHYSICAL ACTIVITY



WORKING ALONE ON A PROJECT



USING MECHANICAL GADGETS



CAP CAP

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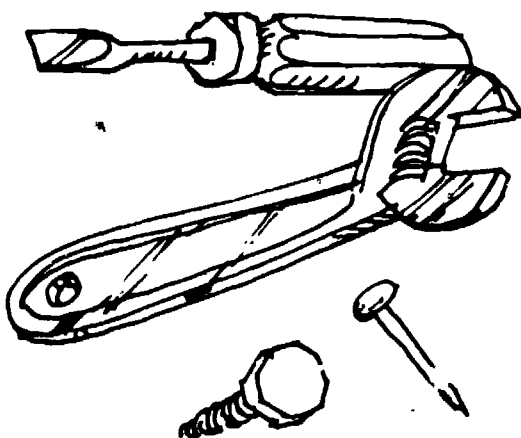
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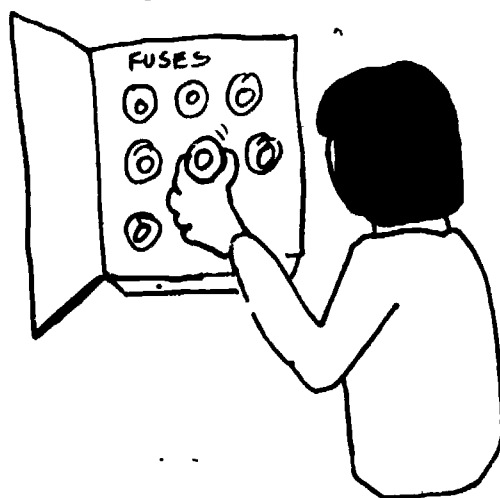
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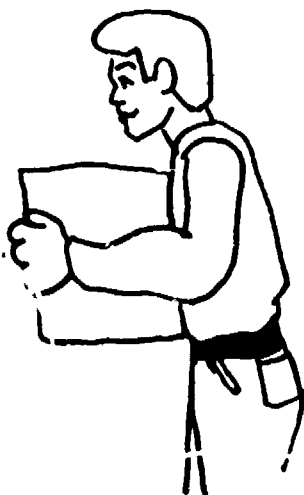
WORKING WITH TOOLS AND MACHINES



WORKING CAREFULLY WHEN DOING DANGEROUS JOBS



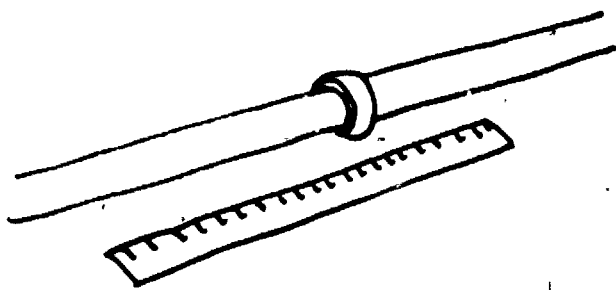
MOVING AND LIFTING HEAVY OBJECTS



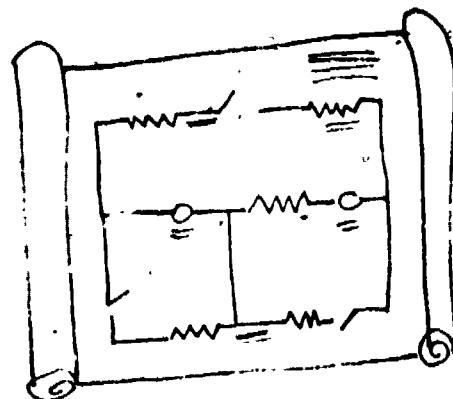
DOING THE SAME TASK OVER AND OVER WITHOUT GETTING CARELESS



WORKING TO PRECISE MEASUREMENTS



FOLLOWING BLUEPRINTS OR DIAGRAMS



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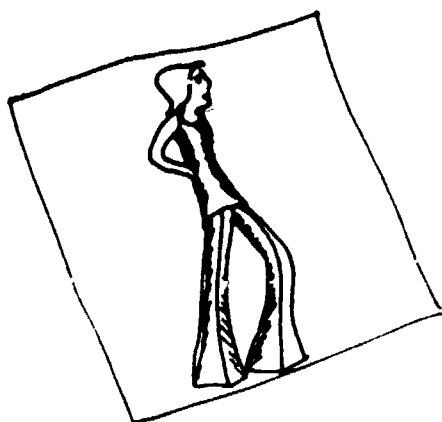
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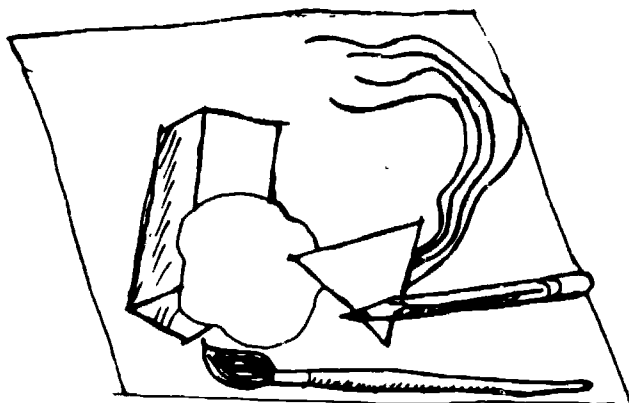
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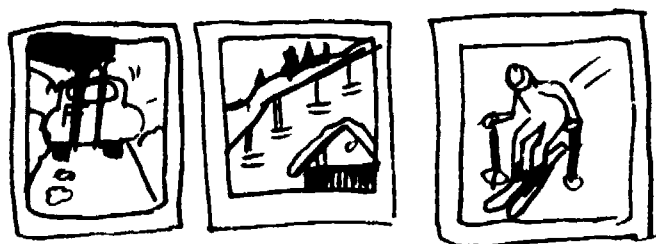
SHARING IDEAS WITH OTHER
PEOPLE



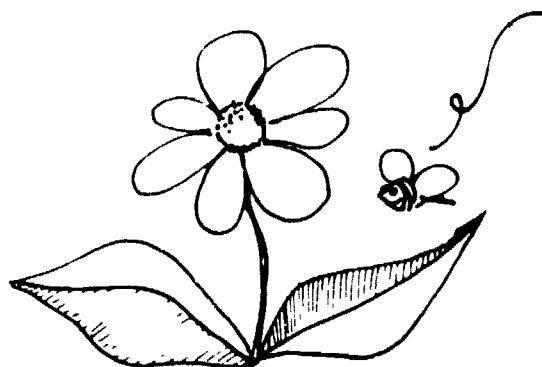
DRAWING, PAINTING, AND
SKETCHING



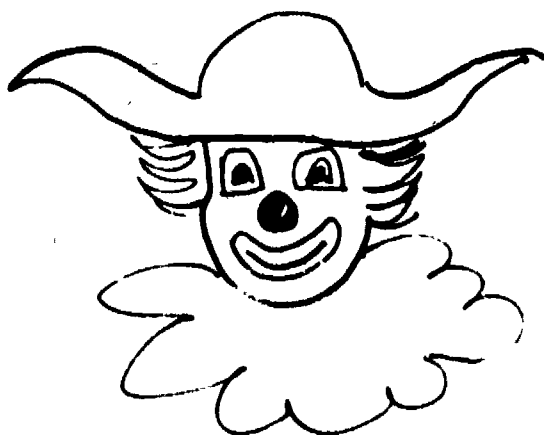
TELLIN STORIES WITH
PICTURES



LOOKING AT SOMETHING
RATHER THAN READING IT



SEEING COLORFUL,
ATTRACTIVE, AND HUMOROUS
THINGS



CHOOSING DIFFERENT WAYS
TO EXPRESS IDEAS



CAP CAP

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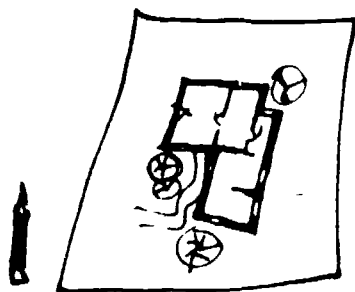
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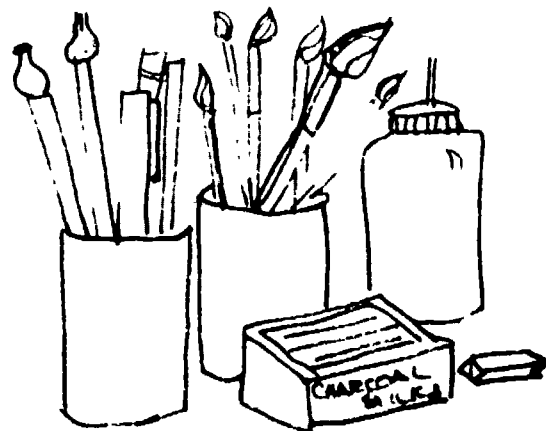
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DRAWING PICTURES OF IDEAS



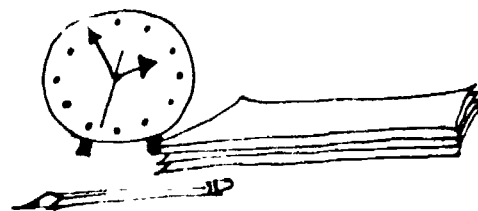
WORKING WITH PAINT BRUSHES, PENS, CHARCOAL, AND OTHER ART TOOLS



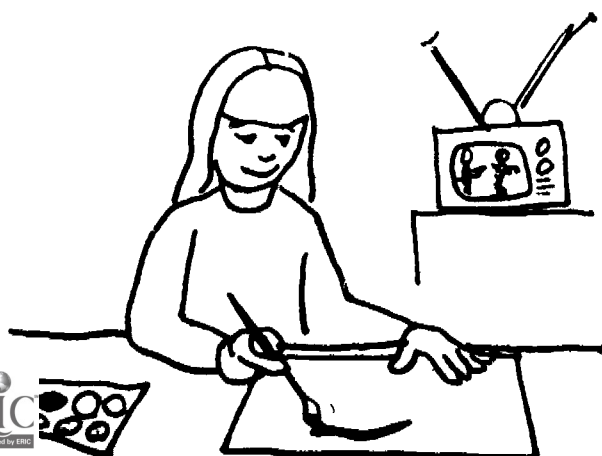
PICTURING WHAT SOMETHING WILL LOOK LIKE



WORKING QUICKLY WHEN NECESSARY TO MEET DEADLINES



FORGETTING ABOUT EVERYTHING BUT WORK WHEN THERE IS A LOT TO DO



CREATING THINGS THAT PEOPLE WILL LOOK AT



CAP CAP

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CAP CAP

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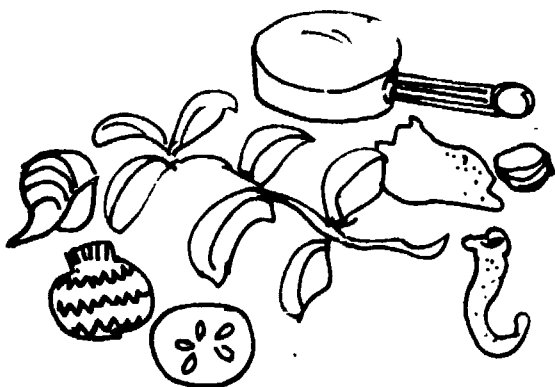
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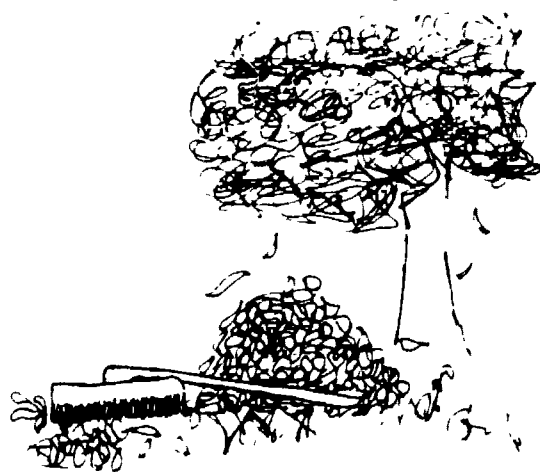
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ENJOYING NATURE



WORKING IN FIELDS, OR NEAR TREES OR WATER



FINDING OUT WHY THINGS HAPPEN



LEARNING ABOUT THE EARTH



DOING PHYSICAL ACTIVITY



BEING RESPONSIBLE FOR THEIR OWN WORK



CAP CAP

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CAP CAP

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CAP CAP

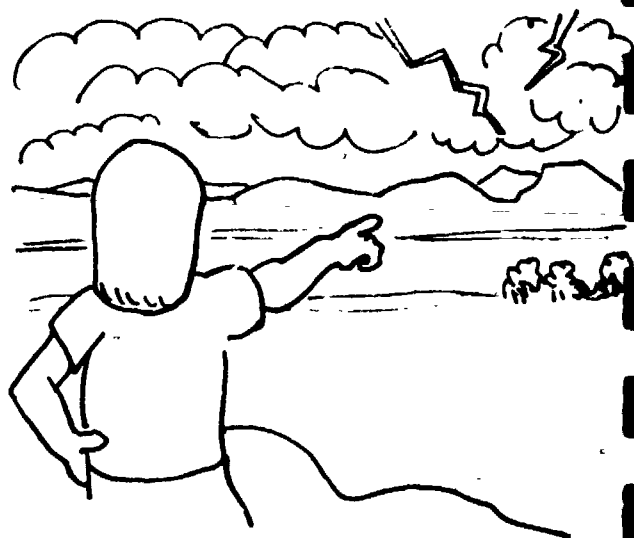
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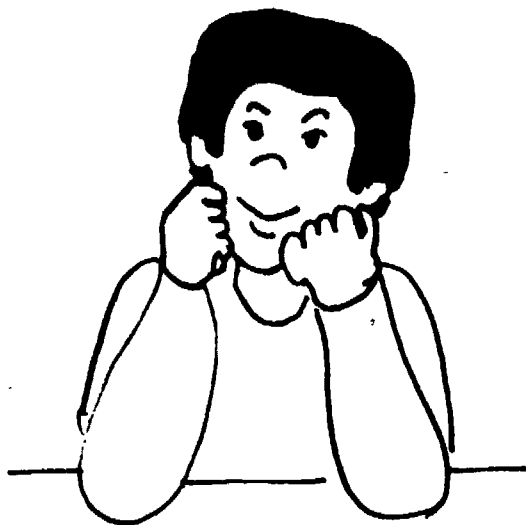
STUDYING INFORMATION AND
USING IT TO MAKE DECISIONS



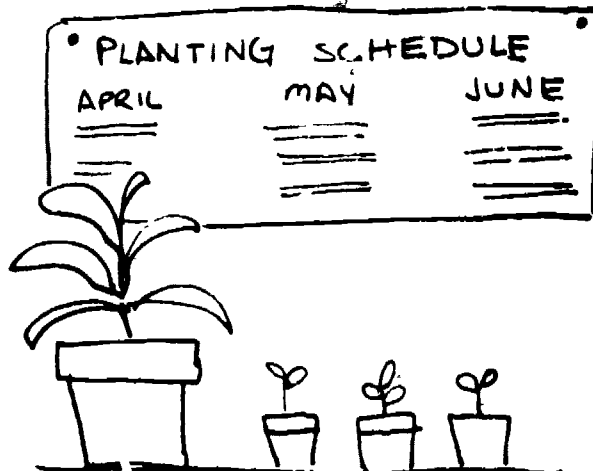
NOTICING THINGS THAT HAPPEN
AROUND THEM



USING LOGIC TO SOLVE PROBLEMS



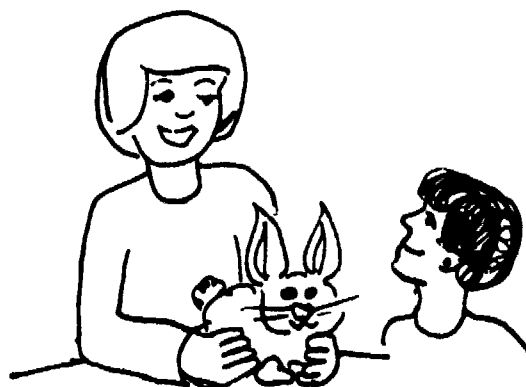
PLANNING WHEN AND HOW TO DO
EACH TASK



DOING TASKS THAT REQUIRE
PHYSICAL STRENGTH AND
ENDURANCE



EXPLAINING THINGS TO OTHER
PEOPLE

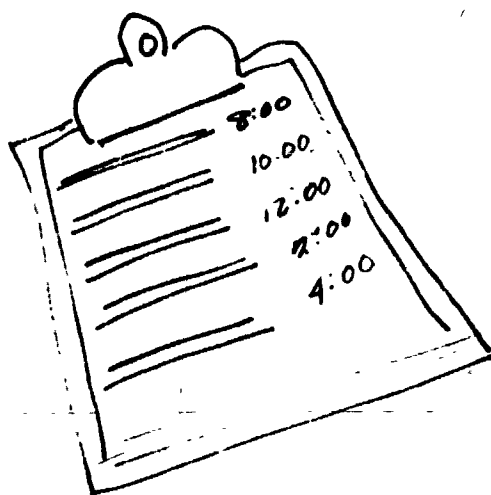


CAP CAP

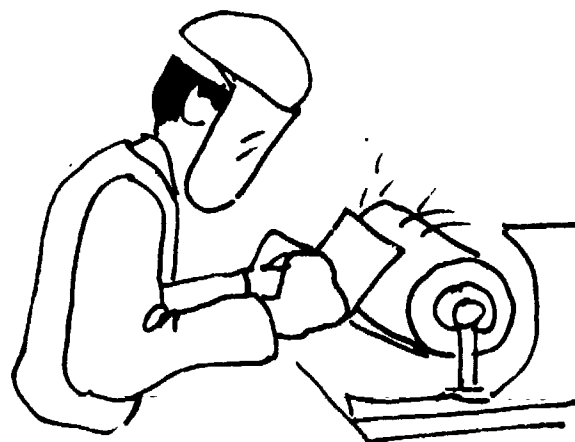
CAP CAP

CAP CAP

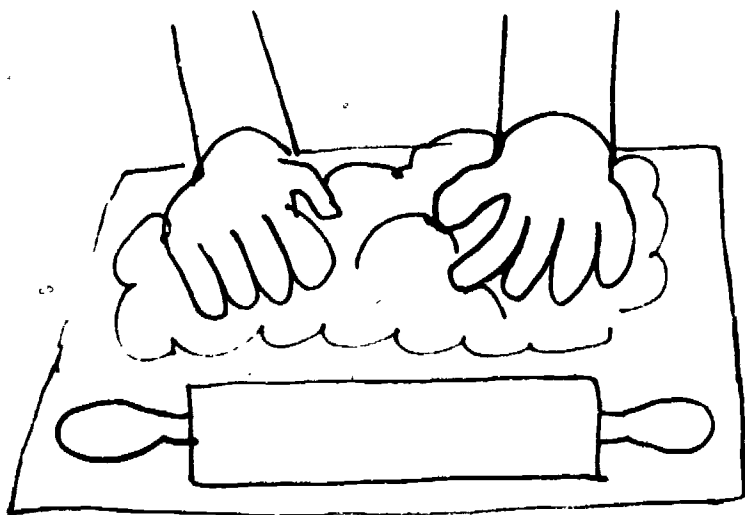
PLANNING YOUR WORK



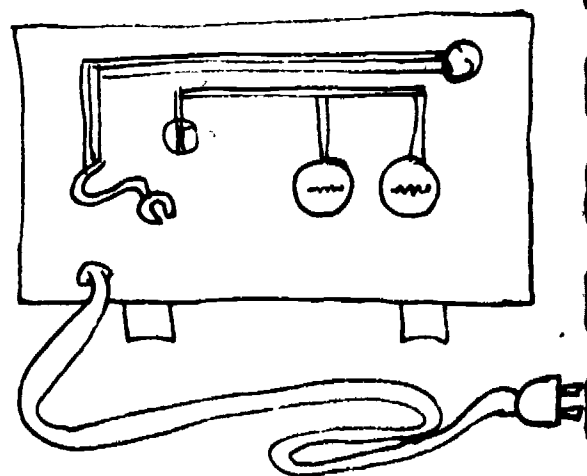
OPERATING VARIOUS KINDS OF EQUIPMENT



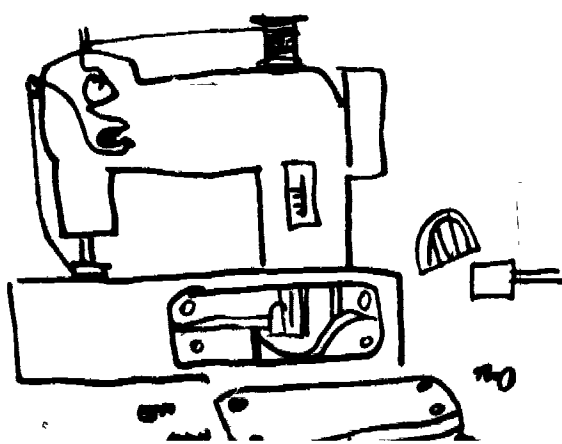
WORKING WITH YOUR HANDS



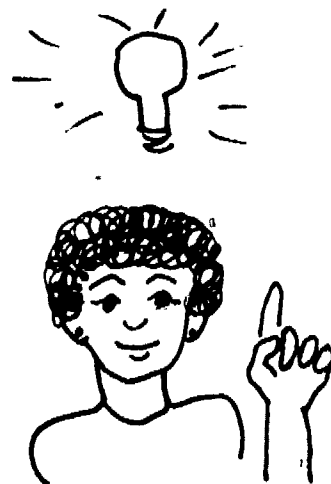
FINDING PROBLEMS AND TRYING TO SOLVE THEM



TAKING THINGS APART AND PUTTING THEM BACK TOGETHER



USING BETTER AND QUICKER WAYS TO COMPLETE TASKS



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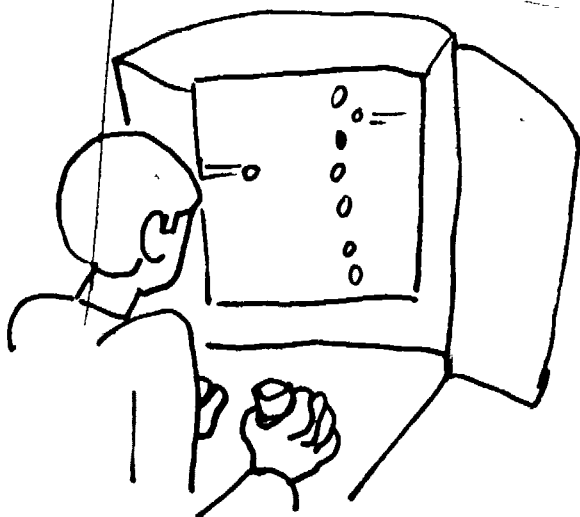
KEEPING ARMS AND HANDS STEADY
WHEN WORKING



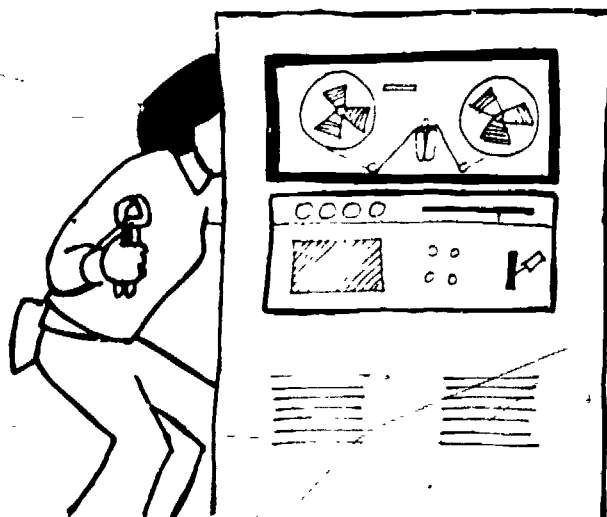
HAVING A GOOD SENSE OF BALANCE



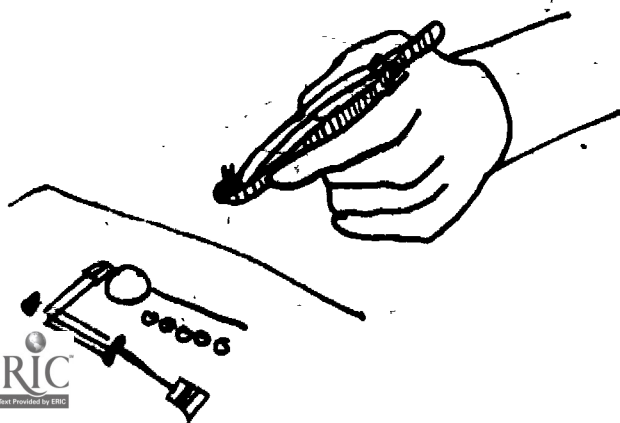
WATCHING THINGS MOVE AND
ADJUSTING A CONTROL AT THE
SAME TIME



WORKING ON ONE JOB FOR
A LONG TIME



HANDLING VERY SMALL THINGS,
WITHOUT DROPPING THEM



FOLLOWING SPECIFIC
PROCEDURES FOR DOING
THINGS



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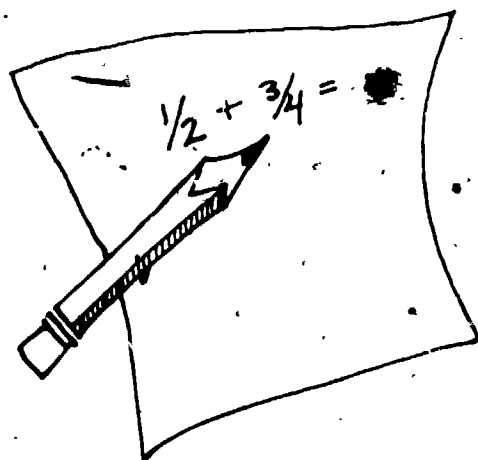
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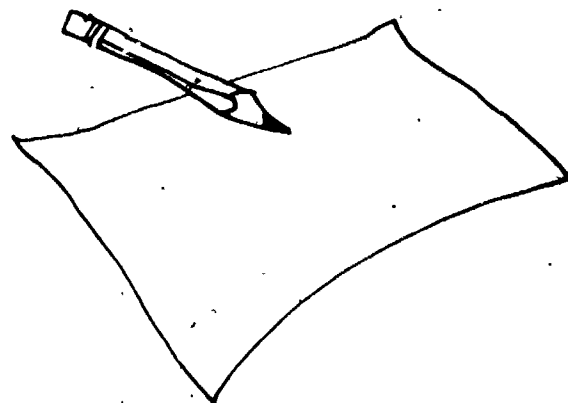
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WORKING MATH PROBLEMS



WORKING WITH PAPER AND PENCIL



PUTTING PUZZLES TOGETHER



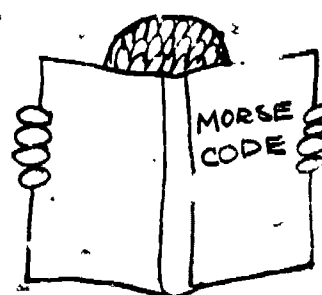
SORTING THINGS INTO CATEGORIES



PAYING ATTENTION TO DETAILS



LEARNING THE MEANINGS OF CERTAIN SYMBOLS



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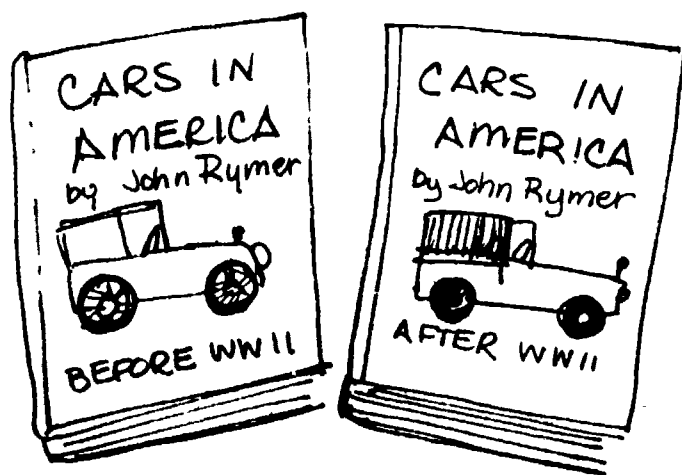
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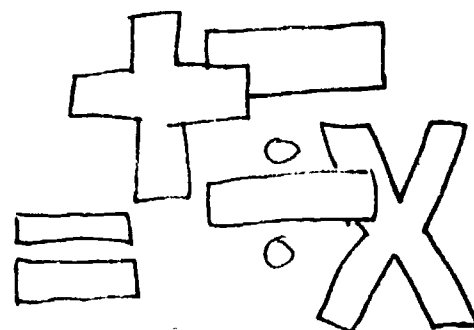
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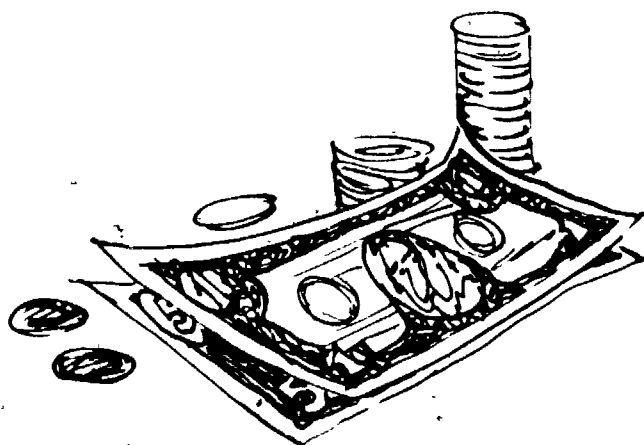
RECOGNIZING DIFFERENCES
IN SIMILAR ITEMS



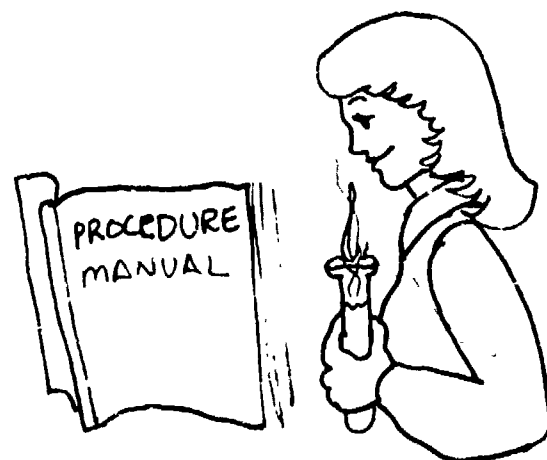
ADDING, SUBTRACTING,
MULTIPLYING, AND DIVIDING



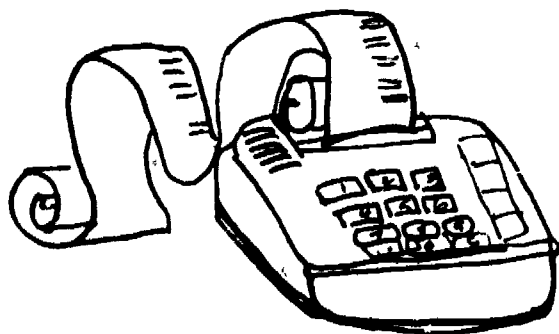
COUNTING ITEMS CORRECTLY



DOING THINGS IN THE
SAME ORDER EACH TIME



WORKING ON ONE PROBLEM FOR
A LONG TIME IF NECESSARY



EXPLAINING IDEAS CLEARLY
SO OTHERS CAN UNDERSTAND

